



NC E-Procurement Upgrade Go-Live Postcard #1

NCAS Agency Edition

New Communications Format: Go-Live Postcards As we are nearing the July go-live date for the NC E-Procurement upgrade, we are increasing the frequency of our communications to users and project contacts. Please watch for more postcards with information you need to prepare for the NC E-Procurement upgrade.

Job Aids Updated We have updated the Training Job Aids to reflect new functionality of the upgraded NC E-Procurement. The [updated Job Aids](#) are available on the NC E-Procurement web site. Job Aids provide users with detailed instructions on how to complete everyday tasks in NC E-Procurement in a PDF file format. Each Job Aid includes screenshots to walk through the details of the process. These will provide a first look at what has changed and will reflect the new functionality.

Statewide Procurement Conference Presentation The NC E-Procurement team gave an update on the NC E-Procurement upgrade at the Statewide Procurement Conference hosted by the Department of Administration on April 24 & 25, 2012. The presentation is posted on the [NC E-Procurement web site](#) for your reference.

Training Opportunities In addition to the updated job aids, “What’s New” training sessions will be held from mid-May through mid-June. The “What’s New” training will highlight the new features of NC E-Procurement. It will focus on changes to the system and processes. This training will be delivered to all users in webinar format on **Tuesday, May 8th for NCAS agencies**, so watch for an online registration email to sign up. The webinar will be recorded for future viewing if you are not able to attend at that time. New online training modules will be also accessible on the web site towards the end of May.

Year-End Key Dates Please keep in mind some key fiscal year-end dates related to the upgrade:

- Friday, June 22nd, at 5 PM is the deadline for entering **new** requisitions.
- Thursday, June 28th, at 5 PM is the deadline for approving requisitions in the existing NC E-Procurement system. Any submitted, but not yet fully approved, requisitions will be withdrawn and the related pre-encumbrance will be removed automatically.
- Tuesday, July 3rd or Thursday, July 5th are the potential go-live dates for NC E-Procurement upgrade. We are working with the Office of the State Controller to determine the specific date and will communicate that date when it is finalized.

Please see the calendar below for NC E-Procurement key dates during this timeframe:

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
June 2012	17	18	19	20	21	22 SPM: Deadline for entering new requisitions	23
	24	25	26	27	28 SPM: Any submitted, not fully approved, requisitions will be withdrawn and pre-encumbrance removed	29 NC E-Procurement Unavailable	30 NC E-Procurement Unavailable
	<i>Submit and approve requisitions; continue to close out orders</i>						
July 2012	1 NC E-Procurement Unavailable	2 NC E-Procurement Unavailable	3 Potential Go-Live Date #1 (working with OSC to determine date)	4 State Holiday - Closed	5 Potential Go-Live Date #2 (working with OSC to determine date)	6	7

Follow-Up

We sent this postcard to NC E-Procurement NCAS agency users, Purchasing Directors, and Finance Officers.

Questions about information covered in this Postcard? Send an e-mail to: ephelpdesk@its.nc.gov